



DEPARTMENT OF PARKS AND RECREATION
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Lisa Ann L. Mangat, *Director*

September 12, 2016

To: Directors of All Agencies with Active Projects

From: Jean Lacher, Office Chief

Re: New Photo Requirement

The Office of Grants and Local Services (OGALS) is continually working to improve grant administration processes. As a part of these efforts, as of October 17, 2016, construction progress photos are now required whenever a grantee submits a grant expenditure form that includes construction costs. As a reminder, a grant expenditure form is required to request a reimbursement and to clear an advance.

Additionally, please include construction progress photos with Progress Status Reports submitted to OGALS when construction is underway.

OGALS looks forward to working with you to improve park and recreation opportunities throughout California. If you have any questions about the information above, please contact your Project Officer. A list of all Project Officers can be found on OGALS' website at www.parks.ca.gov/grants.